

Centennial City Clerk

Monthly Report

MAY 2011

Activity

Boards and Commissions

The City Clerk staffed the Ad Hoc Appointment Committees for the Planning and Zoning Commission and the Board of Review. Appointments were made for these two boards at the May 16, 2011 City Council Meeting.

The City Clerk staffed and is sitting as a member of the Ad Hoc Appointment Committee for the Election Commission. The organizational meeting was held in May and interviews will be conducted in June.

City Council Meetings

The City Clerk and Deputy City Clerk staffed three City Council meetings in May. Audio recordings of each meeting and approved minutes are available via the city's web site at www.centennialcolorado.com.

Liquor Licensing

The Liquor Licensing Authority did not meet in May.

One Transfer of Ownership application was processed in May: Outback Steakhouse of Florida, LLC, dba Outback Steakhouse #618, 10443 E. Costilla Avenue. A temporary license was approved by the City Clerk while the State of Colorado processes and approves the transfer application.

As of May 1st, the City of Centennial has one-hundred and seventeen (117) Liquor Licensees. Two new licensees were transferred from Arapahoe County as part of the Centennial Promenade annexation: Ocean Life, Inc., dba Sonoda's Japanese Seafood House, 9623 E. County Line Road Unit C; and Baja in the Rockies, LLC, dba Wahoo's Fish Taco, 9617 A E. County Line Road.

Eight (8) renewal applications were processed by the Deputy City Clerk in May.

Passports

Eighty (80) passport applications were accepted and sent to the U.S. Department of State in May. Forty-three (43) photos were taken.

Public Records Request

The City Clerk's office processed twelve (12) public records requests in May. All requests were completed in a timely manner according to the Colorado Open Records Act.

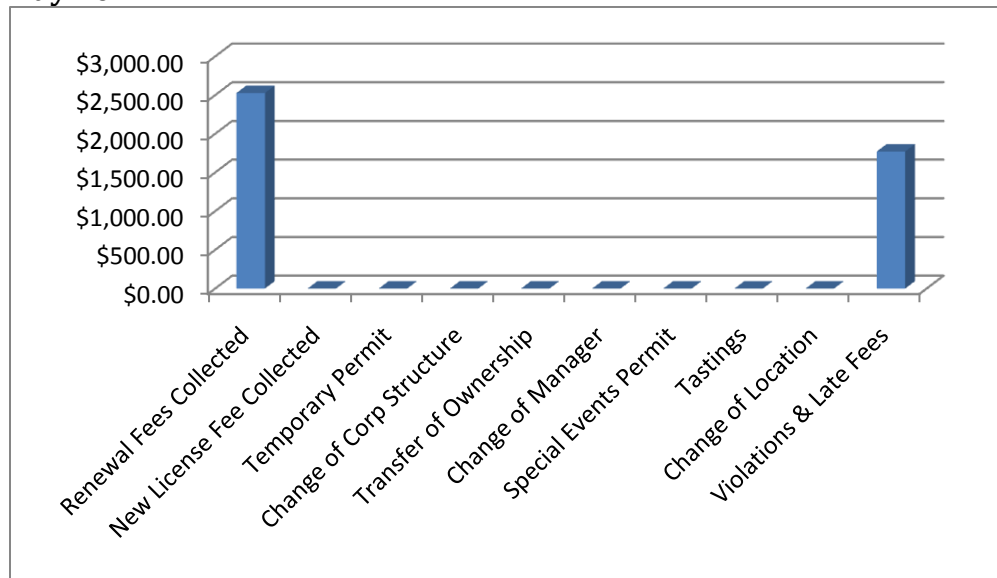
Fees

Liquor Licensing

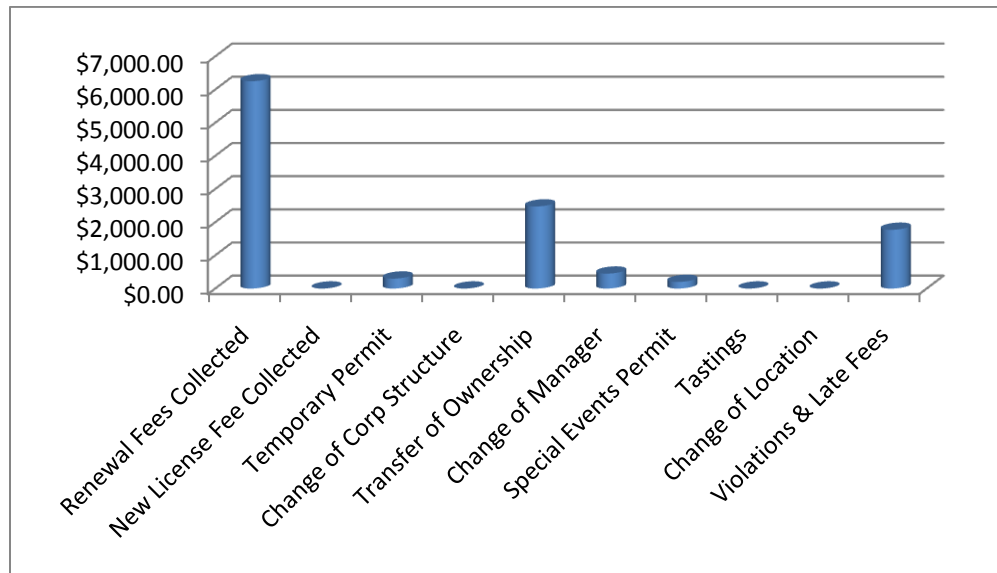
Total Licensing Fees Collected May 2011: **\$4,299.16**

(Compared to Total Licensing Fees Collected in May 2010: \$3,771.25)

May 2011



Year to Date 2011



Passports

Total Passport Fees Collected May 2011: **\$2,430.00**

Execution Fees to the City of Centennial: \$2,000.00

Photo Fees Collected: \$430.00

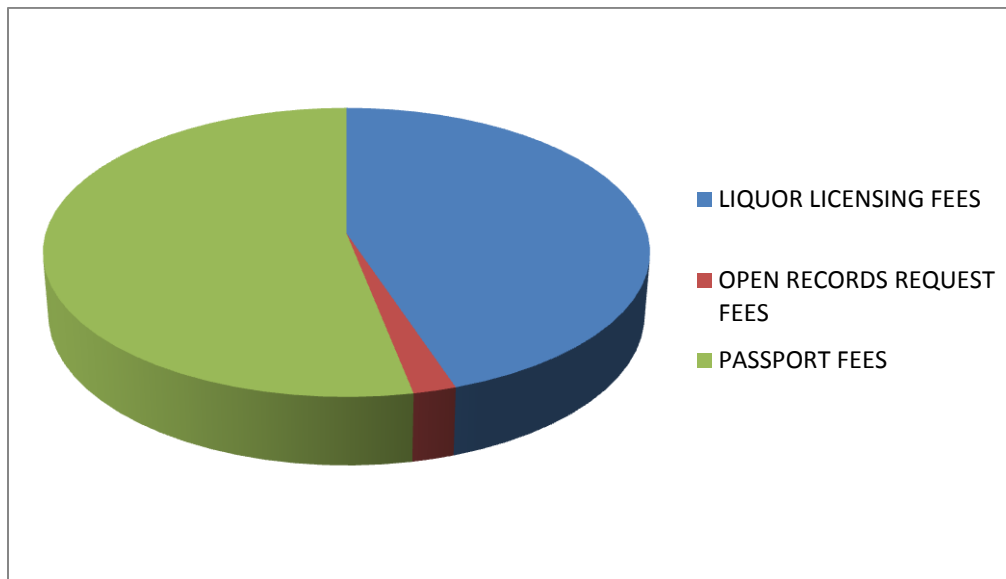
Public Records Request

Total Public Records Request Fees Collected May 2011: **\$327.00**

Year to Date Total Fees Collected 2011: **\$518.70**

Total Fees Collected by the City Clerk's Office Year to Date (2011): \$25,521.61

LIQUOR LICENSING FEES	OPEN RECORDS REQUEST FEES	PASSPORT FEES
\$11,447.91	\$518.70	\$13,555.00



Special Projects and Training

The City Clerk staff, along with the Mayor and City Manager, attended the CMCA Clerk's Week luncheon hosted by the Commerce City.

The City Clerk attended the International Institute for Municipal Clerks annual conference in Nashville in May as the Past-President of the Colorado Municipal Clerks Association.

The Deputy City Clerk and Senior RIM Clerk attended a day-long Liquor Licensing training in Blackhawk.

The City Clerk and Deputy City Clerk attended training by the City Attorney's Office: First Amendment Overview – Free Speech.

The Deputy City Clerk participated in a Special Events Sales Tax seminar for Event Organizers hosted by the Sales Tax Department. The City Clerk staff provided information regarding liquor licensing for Special Events in the City.

The City Clerk staff conducted Boards/Commissions/Committees - Secretary/Staff Liaison training for all staff involved with any City appointed Board, Commission or Committee.

The City Clerk staff began training of all employees on the Colorado Municipal Records Retention Schedule and records retention and destruction procedures. The Communications, Human Resources, Finance, and Public Works staff – Euclid Office, attended training in May. The City Clerk staff will complete this training of all departments in June.